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Accommodations and Equipment
OF
Rural Public and Separate
Schools
IN THE
Organized Counties of Ontario.

Instructions to Inspectors and School Boards.



ONTARIO
DEPARTMENT OF EDUCATION

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Accommodations and Equipment of Rural Public and Separate Schools in the Organized Counties.

INSTRUCTIONS TO INSPECTORS AND SCHOOL BOARDS.

Revised May, 1910.

By section 6, subsection (g), of "An Act respecting the Department of Education" of 1909, part of the General Grant voted by the Legislature for the Rural Public and Separate Schools in the Organized Counties and the Districts is divided amongst said schools on "the value of the equipment and the character of the accommodations." In Instructions, Nos. 12 and 13, the regulations governing the distribution of this part of the grant are given in detail. This circular is issued for the information of Boards of School Trustees which may contemplate the purchase of additional equipment or the erection of new buildings or the improvement of old ones, as well as for the guidance of Public and Separate School Inspectors in valuing the equipment and grading the accommodations of the Rural Schools in the Organized Counties.

As is shown by the official form of Inspector's Report and by the table for apportioning the grant, which is printed on page 4 of Instructions No. 12, four grades of accommodations are provided for, the differentiation of the grading according to the character of the accommodations being left to the judgment of the Inspector.

While the details in this circular provide the basis for the Inspector's grading, he is directed now, as he was in the former edition of this circular, to use his judgment in securing necessary or desirable changes in present accommodations, having due regard to the interests of Education, the capabilities of the present premises, and the financial competency of the Boards. Not all the desirable and practicable improvements can be secured in a short time. In many cases it will take years before the condition of the Schools will become satisfactory, and at first the inspector should direct his efforts towards securing the changes that are of prime importance. The key to the situation is reasonable persistence, aided by judicious use of the scheme of grants on the character of the accommodation.

As to the equipment: As announced in Instructions No. 12, p. 5, and No. 13, p. 6, a special grant in aid of libraries over and above the 10 per cent. provided for in the general scheme of Legislative aid, is distributed each year amongst the Rural Public and Separate Schools of the Districts and Organized Counties, on conditions set forth in those instructions. There is no more important part of the School equipment than the Library, and the Inspectors should make every reasonable effort to secure an adequate one in every school section.

In the introduction of the Readers in History, Geography, and Hygiene prescribed for Form III under equipment No. 1, p. 12 of this circular, the Inspector is hereby directed to exercise the same judgment as is recommended above in the case of the accommodations.

As has already been intimated, it has been brought to the notice of the Minister that some trustees, through fear of losing the Government grant, have been induced by canvassing agents to purchase equipment in excess of what is required, sometimes at exorbitant prices; or articles of the prescribed equipment which are too costly or are unsuitable in character. Inspectors are, therefore, requested to take from time to time whatever steps they may think necessary to protect the interests of the schools under their supervision, and if, in any case, an injustice has been done which demands an investigation, to report the facts in full to the Department. As far as possible, Inspectors should also see that no favouritism is shown to any firm furnishing school supplies, but that free and fair competition is allowed to all in order that trustees may have the full benefit thereof as to both the prices and the quality of the articles offered. In this connection attention is called to the general prohibitions contained in section 28, chap. 88, 9 Edw. VII., which apply to all school officials.

It is also expected that Inspectors will use their discretion in allowing, at least for a time, a reasonable valuation for such articles in use in the schools as may meet the requirements satisfactorily, and in this way prevent unnecessary difficulties in the new system of distributing the grants to Rural Schools.

The different items of the equipment (both Equipment No. 1 and Equipment No. 2), with their values, should be entered from time to time in the Catalogue which has been sent to each school for this purpose. The Trustees are required to make proper arrangements for the care of the equipment and to give the Inspector all necessary information regarding their purchases, together with vouchers from the dealers concerned. The Inspector is required to inspect the equipment from time to time, lowering the valuation of such articles as are out of repair and striking off such articles as are missing or are no longer of use. The ten per cent. grant provided for in Instructions Nos. 12 and 13 is to be allowed on all items recognized in Equipment Nos. 1 and 2 below.

As is provided in Instructions No. 12 for the Organized Counties, and in Instructions No. 13 for the Districts, where the assessment is \$30,000 or over, a definite amount of the grant on accommodations and equipment is allotted to each Inspectorate, to be apportioned by the Inspector amongst his Rural Schools, without respect to township boundaries. With this limitation, variations amongst the standards of the different Inspectors will accordingly result in no injustice, so long as each Inspector maintains the same standard in his valuation of the equipment and his appraisal of the character of the accommodations.

Manifestly, however, it will be prudent for each inspector to set a high standard from the first, and, at his visits to his schools, to discuss his reports fully with the trustees.

ACCOMMODATIONS.

(1) *School Grounds.*—The school site shall not be less than one acre in area, unless, owing to the smallness of the attendance or to other local conditions, the Inspector finds a smaller area permissible, but in that case

the area shall not be less than half an acre. It shall be accessible by good highways and not exposed to disturbing noises or noxious odours; also at a safe distance (not less than 100 yards) from stagnant water. The school grounds shall be properly levelled and drained, and provided with suitable walks. For the highest grading the grounds shall be ample for school games and for an ornamental plot in front. They should also be set out with trees and ornamental shrubs, and enclosed by a neat and substantial fence or hedge, with suitable gates. Unless so protected, the school grounds shall not be rated of the highest grade. In order to ensure good drainage and water supply, the soil should, if practicable, be sandy or gravelly, not clayey or peaty. No trees shall be placed so close to the school building as to check the free passage of air and light. For further particulars see pamphlet "Improvement of School Grounds."

(2) *Closets*.—The closets for the sexes shall be under separate roofs and placed at least 50 feet from the well and at least 25 feet from the rear of the school building (unless where flushed by an adequate water system), to prevent pollution of the well or of the air of the class-rooms. Each closet-room shall contain a sufficient number of compartments properly lighted and ventilated. The closets shall be lined with glazed brick or similar material; or with wood, painted a suitable colour and sanded; with floors of cement, brick, or hardwood, placed at least a foot above the ground. Doors or half doors to secure privacy, especially in the case of the older pupils, are very desirable. Urinals lined with zinc or galvanized iron, or of slate or smooth cement should be provided for the boys—(3 ft. urinal space for each closet). For the highest grading there shall be locked compartments for the teachers. Suitable walks shall be laid from the doors of the school building to the closets, so that the closets shall be accessible with comfort at all seasons of the year; and provision shall be made for keeping the walks free from snow in winter. At the discretion of the Inspector, a high close board fence or a hedge or a wall shall be provided between the boys' and the girls' side, from the closets towards the rear of the lot and towards the school building; unless there is a high close board fence the closets shall be placed at least ten feet distant from each other. The entrance to the closets shall be properly screened at least in front (spruce trees preferred), and the principal shall see that the doors are securely fastened after school hours and are opened before school hours.* The closets shall be cleansed and disinfected monthly if possible, and the urinals shall receive daily attention.

*The woodshed may be placed at some distance from the school house, or immediately in rear thereof, with or without doors opening into the school room. The doors should be placed one at each end of the school wall. With a partition down the centre of the woodshed, a covered passage may be provided to the water closets at the rear. To prevent the possibility of the air of the school room being polluted, the closets should be placed about ten feet in rear of the woodshed, with a division between the grounds, and a covered way. If, however, the closets are placed close to (not in) the woodshed, the greatest care must be taken to have them regularly cleaned and disinfected and thoroughly ventilated. See p. 106 of "Plans for Rural School Buildings."

Dry earth closets or closets with draw-boxes are to be preferred. Road dust will suit as a deodorizer.* Of closet seats there should be one for every fifteen boys and one for every ten girls. The height of the seat should not be greater than fifteen inches from the floor, while for young children this should be reduced to twelve inches by the construction of a step. This reduction is an important matter, as children are very apt to rupture themselves when using a closet seat which is too high. Incidentally, the necessity for frequent inspection of the closets by the teacher may here be emphasized, and the children should be systematically instructed in the necessity for decency and cleanliness in their use. For further particulars see pp. 100-102, "Plans for Rural School Buildings."

(3) *Water Supply*.—The water supply shall be pure and adequate. There should be on the premises a well (artesian if at all practicable) of good drinking water, with a neat pump and platform, properly protected against pollution from surface drainage or any other source. If a dug well, it shall be thoroughly pumped and cleaned out at the close of each vacation and at such other times as may be deemed advisable by the Inspector. Graniteware pails with covers, or, for the highest grading, earthenware or graniteware water-tanks with covers, and drinking cups of glass or good enamelled ware, shall be provided and kept scrupulously clean. Where there is no well, or it is a poor one, other provision, satisfactory to the Inspector, shall be made for an adequate supply of good water. For further particulars see pp. 96-98 of "Plans for Rural School Buildings."

(4) *School Building*.—The grading of the school building shall depend upon the character of its site and of its construction. It should be well constructed of brick, stone, or cement, with brick partitions. The building should have a southern or south-eastern exposure, and shall be at least thirty feet from the public highway. Its site and its architectural appearance shall also be most carefully considered. The entrance shall have a vestibule or covered porch, with doors swinging outwards or both ways. In schools with more than one teacher, for the highest grading, there shall be separate entrances and separate means of egress to the closets. Where there are two storeys, the second floor shall be sound-proofed with mortar, felt, or other suitable material. A school bell and, in schools with more than one storey, a fire alarm gong, shall be provided. Every school should have, as a recreation room, a basement, at least seven feet high in the clear, ceiled with wood or metal sheeting, to keep the floors above warm (plaster obviously objectionable); and having a pine, hardwood, or (preferably) cement floor. Cordwood shall be well dried before being stored in the basement. Where there is no basement, an adequate woodshed shall be provided of wood, brick, or other suitable material, with proper

*Trustees and Inspectors should consult the pamphlet issued by the Provincial Board of Health, Toronto, entitled "Revised Rules for Checking the Spread of Contagious or Infectious Diseases and Hints on Methods for Dealing with Municipal and House Wastes."

doors and locks. The woodshed shall be stained or painted a suitable colour. Both a basement and a woodshed, being more sanitary, are greatly to be desired; the former being used as a recreation room in inclement weather, especially for the younger pupils, and the latter for the wood and other supplies. The basement should be four or five feet above ground, so that it may receive as much sunlight as possible.

(5) *Class-Rooms.*—The class-rooms shall be oblong, the length being greater than the breadth, to allow the pupils' seats to be arranged in a square, leaving a clear space in front of the teacher's desk; and the height being 13 feet. The class-rooms shall also seat comfortably all the pupils. A superficial floor area of at least 16 square feet, and a cubic air space of not less than 250 feet, shall be allowed for each pupil, the provision being based on the highest attendance. Hardwood is preferable for the floors and stairways. Any wood of such quality and grain as would suit for an oil or varnish finish will suit for the rest of the woodwork. Wood finish, instead of plaster, may also receive the highest grading. If calcimined or papered, the walls shall be kept free from dust, and renovated when necessary. If painted, they shall be washed down and repainted also when necessary. Where it is difficult to keep the ceilings in repair, metallic sheeting should be used. All cracks and leaks in the plaster of the building should be repaired immediately. They are the lodging places for noxious germs of various kinds. Suitable colour schemes should be adopted for the halls and class-rooms. A soft colour—a light greenish or stone grey or a dull blue—suits the class-room walls; while for the halls terra-cotta shades afford a suitable contrast. For details see "Plans for School Buildings, page 13.

In one-teacher schools with halls, cloak-rooms, etc., and in large schools, transoms, hinged at the bottom, shall be placed over the class-room doors. The doors shall swing outwards or both ways. At least one waste paper basket shall be provided for each room, and the floors shall be kept in good order. A closet or cabinet shall be provided for utensils used in school work; also a suitable bookcase, and shelving for lunch baskets or lunch pails. In order to cultivate the pupils' taste by suitable surroundings, the class-rooms should be decorated, as soon as practicable, with good pictures and other suitable ornaments. Durable scrapers and mats shall be placed at the outside doors. In localities where flies are troublesome, wire screens should be provided for the doors and windows.*

(6) *Teachers' Private Rooms.*—There should be a room for the private use of the teacher or the staff, of suitable size and comfortably furnished.

*Inspectors and School Boards should consult "School Sanitation and Decoration," by Burrage & Bailey, \$1.50, D. C. Heath & Co., New York City; also "Among Country Schools," by O. J. Kern, \$1.25, Ginn & Co., New York City. The latter work treats also of School Grounds, School Gardens, the New Agriculture, Consolidation, etc.

In schools with more than one teacher, to be erected hereafter, private rooms shall always be provided.

NOTE.—The Departmental regulation does not prescribe a private room for a one-room school. It is, however, very desirable that one should be provided. Most of our teachers are women, and it is only reasonable that they should have some place where they can make necessary changes or adjustments of their clothing, especially in stormy weather. Such a room is also available in case of the illness of any of the pupils. The slight additional expense of a private room should not deter the trustees from providing one. One of the plans with a private room should be selected; and, when one without is preferable in other respects, a competent architect can easily modify the plan.

(7) *Halls*.—The entrances, vestibules, and halls shall be roomy and well lighted, and, where there are more entrances than one, they shall be so placed as to admit of separate entrances for the sexes to the cloak and class-rooms. For the highest grading, in buildings of two storeys, there shall be separate stairways for the sexes, easy of access and well guarded. In the hall, also, suitable colour schemes and decorations should be provided.

(8) *Cloak Rooms*.—For the highest grading, and in all schools with more than one teacher, to be erected hereafter, separate cloak rooms shall be provided for the sexes. The exudations from damp clothing are a source of air pollution. The cloak rooms, properly heated and ventilated, shall be convenient to the class-rooms, and should be provided with wash basins and towels, and with all the necessary appliances for storing umbrellas and for hanging caps or cloaks. Where there are no cloak rooms or halls there shall be a supply in the class-rooms of hooks (one for each pupil) for caps, cloaks, etc. Curtains should be strung on rods or wires to conceal such clothing, and there should be a clear space of about a foot between the curtain and the clothing. Where this arrangement is unavoidable, the ventilation is of special importance.

(9) *Desks*.—Every school house shall be seated with either double or single desks having noiseless joints, such single desks being preferable for sanitary reasons and to secure independent work by each pupil, and being necessary for the highest grading. The pupils' desks shall be fastened to the floor in rows facing the teacher's desk, with suitable aisles between the rows and with passages at least three feet wide between the outside rows and the walls of the schoolroom. The desks and seats shall be graded in size to suit the age of the pupils, those of the same size being placed in the same row.* In each schoolroom the outer row on each side should consist

*Desks according to the following scale shall be considered as meeting the requirements:

| Age of pupils. | Seats. | | | Desks. | | | |
|---------------------------------|---------|---------|----------------|---------|---------|--------|--------------------|
| | Height. | | Slope of back. | Length. | | Width. | Height next pupil. |
| | Front. | Rear. | | Double. | Single. | | |
| Five to eight years | 11 in. | 10½ in. | 2 in. | 36 in. | 18 in. | 12 in. | 22 in. |
| Eight to ten years | 12 " | 11½ " | 2 " | 36 " | 18 " | 12 " | 23 " |
| Ten to thirteen years | 13 " | 12½ " | 2½ " | 36 " | 20 " | 13 " | 24 " |
| Thirteen to sixteen years | 14 " | 14½ " | 3 " | 40 " | 22 " | 13 " | 26 " |

of adjustable seats and desks, to be adapted to pupils below or above the average size to be seated. The pupil, when seated, must be able to place his feet fully and easily on the floor. The number of the desks shall be adequate for the number on the roll.

There shall be a suitable desk and chair in each class-room for the use of the teacher, and at least two additional chairs. The teacher's desk shall be provided with drawers or compartments, having lock and key. In an ungraded school, there should be a table of suitable size (about $2\frac{1}{2}$ feet by 10 feet) around which the younger pupils may assemble to do part of their work. Where Chemistry or Physics is taken up in a higher class, a suitable table shall be provided for the experiments; and, in such schools, this provision shall be necessary for the highest grading. A sloping stand for the gazetteer and the large dictionary shall also be provided; or a shelf under the window nearest the teacher's desk, about 2 feet long by 14 inches broad, fastened to the wall and with a bracket below to sustain it. A suitable desk may be substituted for the shelf.

(10) *Blackboards*.—There shall be a blackboard of good quality, about four feet wide, extending across the room in the rear of the teacher's desk, with its lower edge not more than two and one-half feet above the floor or platform; and there shall be additional blackboard provision on each of the other available sides of the room.* Slate is greatly to be preferred to plaster or wood or hyloplate. It is the cheapest in the end. There shall be an adequate supply of blackboard brushes and crayons. At the lower edge of each blackboard there shall be a trough, about five inches wide, for holding crayons, brushes, and the dust. The troughs and brushes shall be regularly cleaned, a damp cloth or eraser being used for the troughs. The cloth or eraser, when dry, should be cleaned outside of the schoolroom. Each blackboard trough should have an open woven wire cover on hinges. *Every possible precaution should be taken against dust in the schoolroom.*

*The following directions for making a blackboard may be found useful (such blackboards, however, are never satisfactory):

(a) Where a brick wall is built solid, and also in case of frame buildings, the part to be used for the blackboard should be lined with boards, and the laths for holding the plaster nailed firmly on the boards.

(b) The plaster for the blackboard should be composed largely of plaster of Paris.

(c) Before and after having received the first coat of colour it should be thoroughly polished with fine sand paper.

(d) The colouring matter should be laid on with a wide, flat varnish brush.

(e) The liquid colouring should be made as follows:—Dissolve gum shellac in alcohol, four ounces to the quart; the alcohol should be ninety-five per cent. strong; the dissolving process will require at least twelve hours. Fine emery flour, with enough chrome green or lampblack to give colour, should then be added until the mixture has the consistency of thin paint. It may then be applied in long, even strokes, up and down, the liquid being kept constantly stirred.

Where there is a platform it shall be from five to six inches high, and should extend across the room where practicable. Platforms, however, are now seldom used. Instead a stool, 12 in. by 42 in., and 6 or 8 in. high, is provided for the teacher when he uses the upper part of the blackboard. If the top is hinged, the stool may be used to store various articles.

(11) *Lighting*.—For the highest grading* the class-rooms shall be lighted only from the left of the pupils, the lower edges of the windows being above the heads of the pupils when seated (from 4 to 4½ feet from floor). Where there are supplementary windows in the rear the blinds shall be kept down, except on dull days. To admit of an adequate diffusion of light throughout the whole class-room, the windows shall be numerous (area, one-sixth of the floor space, where the exposure is good; otherwise a greater area), and of clear (not ground or painted) glass; narrow, with two or four panes each; and running as close to the ceiling, as close together, and as far to the rear of the class-rooms, as practicable. To prevent reflection from the blackboard, the windows should begin about five or six feet from the front wall of the class room. The windows shall also be provided with blinds of suitable colour (light green or grey or greenish grey). The blinds on the left of the pupils should be semi-transparent; other blinds, opaque. On dull days, windows that have already been provided on the right may be made serviceable; but, if at other times the light from the left is adequate, the blinds of the windows on the right should be kept down. The blinds shall be provided with cords, so as to be readily adjustable to any required height.

(12) *Heating*.—The temperature of the class-rooms, halls, cloak-rooms, and teachers' private rooms shall be, as nearly as practicable, 67 degrees. A Fahrenheit thermometer shall be provided for each class-room. For first-class grading, steam radiators or hot air furnaces, or jacketed stoves acting with equal efficacy, are necessary. Where stoves are used, they shall be so placed as to prevent discomfort to any pupil; shall be surrounded by a jacket of tin, zinc, or galvanized iron; and shall be provided with a strong iron poker and shovel, and an iron pail for ashes. The stove-pipes and the chimneys shall be kept free from soot and dust. Both stoves and stove-pipes shall be polished at least three times a year. For further particulars see "Plans for Rural Schools," pp. 10 to 12.

(13) *Ventilation*.—Provision shall be made for an adequate supply of pure air at all times. The foul air shall be removed and the pure air sup-

*Light from above is best; but light from the left is the best available, for it throws any shadow off the pupil's book, etc. When, as directed above, the windows are run up to about half a foot from the ceiling, a good deal of the light on the left comes from above. To secure as much of this light as possible the tops of the windows should be square rather than curved. Light from the rear is objectionable, because it is in the teacher's eyes. Cross lights are injurious. Where there are already windows in front of the pupils, it is indispensable that they be closed up: such lighting is most injurious to the eyes.

plied so that there shall be a complete change at least three times an hour. The windows of every school building shall be adjusted by weights and pulleys; and, when the outside temperature permits it, they will provide the necessary change of air. At recess they may also be raised from below and lowered from above, according to the outside temperature. In cold weather the necessary constant ventilation cannot be secured by the windows. Where there is a stove, the pure air shall be admitted directly from the outside through sufficient ducts running under the floor and opening below the stove. This pure air supply shall be under control by slides to open or close the ducts. Where steam heating or a hot air furnace is used, the pure air shall be admitted in the same way to the base of the furnace. The outside air should be taken in, if at all practicable, about four feet from the ground, and the opening of the duct should be screened with fine wire gauze. In the air space of each furnace or within the jacket of each stove there shall be a pan filled daily with water, so as to furnish the warmed air with the necessary moisture. Air *shall not* be taken from the schoolroom or from the basement to supply the furnace. Sufficient moisture must be added to the air from evaporating pans or some other source to keep the relative humidity of the air at about 70 per cent. (The amount of moisture in the air when it is fully saturated is taken as 100 degrees, and any degree of dryness is expressed as a fraction of this.)

In cold weather, the foul air shall be taken away from near the floor and out through ventilating ducts in the chimney, which ducts should be somewhat larger in area than the incurrent pure air ducts. In buildings where ventilating ducts have not been provided in the chimneys, two tin, zinc, or galvanized iron pipes of sufficient size to allow air to be changed three times an hour (the ducts being about nine inches by twelve inches) should extend on opposite sides from near the floor, connecting below with the class-room and running up through the ceiling beside the chimney, and so placed as to be well heated. When the pipe cannot be so placed, pipes of large diameter (a foot) with revolving cowls on the top of each will prove effective. Openings, with regulating slides, should also be provided in these ducts near the ceiling for use only in warm weather or when the room is overheated. When needed, a cowl should be placed so as to cover properly the chimney and the excurrent foul air ducts. *In new buildings a double flue chimney shall be built, the ventilating flue opening into the schoolroom.*

Where storm sashes are used on the outside, they shall contain sliding panels or shall be hinged at the top, to allow of the ingress of pure air; or they may be placed on the inside and also hinged at the top. It answers equally well to have double panes of glass about one-half inch apart in the same sash. For further particulars see "Plans for Rural School Buildings," pp. 11 and 12.

NOTE.—Model plans for Rural School buildings and School grounds have been prepared and distributed by the Department of Education. On application by Rural School Boards, the Forestry Department of the O.A.C., Guelph, will, in the Spring of the year, supply the following seedlings for

planting in their school grounds: *Evergreens*: Norway Spruce, White Pine, Scotch Pine, and White Cedar; *Deciduous*: White Ash, Black Locust, Manitoba Maple, Catalpa and Tulip-tree or White Wood.

EQUIPMENT No. 1.

(1) Each school shall have at least a globe, not less than eight inches in diameter and properly mounted;* a map of the hemispheres (or a map of the British Empire, showing also the hemispheres); a map of each continent, a map of Canada, a map of Ontario, a map of the county (if a suitable one is published), a map of the British Isles, a numeral frame (or an adequate supply of loose cubes); a good clock for each class-room, kept in good condition; a set of mensuration surface forms and geometrical solids; a blackboard set for each class-room (a protractor, a triangle, a pair of compasses, two pointers, a graduated straight edge); a pair of scales, with weights, to weigh from half-ounce to at least four pounds; a set for measure of capacity (pint, quart, gallon); a set for linear measure (inch, foot, yard,† tape line); a set for square and cubic measures; a school library containing an atlas or a gazetteer, a standard reference dictionary (with English pronunciation), for each class-room; a supply for Form III. of History, Geography, and Hygiene Readers (one of each for each pupil), as soon as such Readers are recommended by the Minister; and, at the discretion of the Inspector, suitable supplementary reading for all the Forms.

(2) When, owing to the absence of Fourth Classes or of Fifth Classes, some of the above equipment is not necessary, it may be omitted at the discretion of the Inspector.

(3) As soon as practicable, the equipment prescribed above should be provided; but in carrying out this provision, the Inspector is hereby directed to use his discretion, having regard to individual conditions.

EQUIPMENT No. 2.

(1) Besides the above list the Department of Education has issued a catalogue of books suitable for Public and Separate School libraries. From this list or from a list recommended by the Inspector for his Inspectorate and approved by the Minister of Education, additional books may be selected for the School library. (Regulations 117, 118, 121, and 122 of 1904 have been cancelled. See Regulations 115, 116, 119, and 120 of the same year, which are still in force.)

(2) The Department of Education has also issued two other lists for Public Schools: Circular No. 6A (a list of scientific apparatus suitable for Fifth Classes), and Circular No. 6B (a list of equipment for Domestic

*A twelve-inch globe is much to be preferred.

†The graduated straight-edge, if suitable, may be used instead.

Science Constructive Work, and School Gardens). From these lists Boards should select, on the advice and with the approval of the Inspector, such books and apparatus as may be needed for the work done in the several departments. These lists have already been distributed, but additional ones may be obtained upon application to the Inspector.

(3) The additional equipment may also include such drawing models and such other charts, maps and globes as may be suitable for the work of the Public School departments. The percentage will also be allowed on the value of pictures, etc., selected from the Departmental list.

OTHER REGULATIONS CONCERNING ACCOMMODATIONS.

(1) The trustees shall appoint one of themselves or some other suitable person to keep the school house and premises and all fences, water-closets, outhouses, walks, windows, desks, maps, blackboards and stoves in proper condition. It shall be the duty of the teacher to inspect the premises daily and report to such officer without delay any needed repairs or want of cleanliness. The trustees shall provide for washing the floors at least quarterly (monthly to be greatly preferred), and for renovating during the summer holidays as often as may be needed, the walls and ceilings if papered or plastered, or for washing them if finished in wood or metal sheeting and painted. The trustees shall also employ a caretaker, whose duty it shall be to sweep the floors daily (the windows being then open), to dust daily all the furniture, window ledges, etc., with damp dusters (preferably in the morning at least an hour before school); to make fires, at least one hour before the opening of school, at such times as the teacher may direct. The duties of the caretaker shall be performed satisfactorily to the Principal and to the Inspector, who, in his grading, will take into account the condition of the accommodations at the time of his visit.

(2) No Public School house or School grounds, unless otherwise provided for in the conveyance to the trustees, shall be used for any other than Public School purposes without the consent of the trustees, and no advertisements shall be posted in any schoolroom or distributed to the pupils unless approved in the same way.

Under section 72 (*t*) of the Public Schools Act of 1909, school trustees have the power "to permit the school house and premises to be used for any educational or other lawful purpose which may be deemed proper, provided the proper conduct of the school is not interfered with."

(3) All new school sites and all additions to old ones and all plans of new schools or of additions to old ones, and all other proposed school accommodations, shall be first approved by the Inspector of Public or Separate Schools (as the case may be), who shall be guided by the instructions contained herein.

SCHOOL FLAGS.

Except when flown on public holidays, or on other occasions by direction of the School Board, the school flag shall be displayed on the wall of the schoolroom, or, when there are more than one schoolroom, on the wall of that one in which all the pupils assemble; and, as occasion may offer, its history and significance shall be suitably explained to the pupils by the teacher.

Department of Education, 1910.



